



RECORDS

Standard Environmental Operating Procedure

ISO 14001 - 4.5.3

1.0 PURPOSE AND SCOPE

1.1 The purpose of this procedure is to ensure that the Refuse Disposal Division (RDD) establishes and maintains guidelines to properly identify, collect, index and file its Environmental Management System (EMS) records in accordance with section 4.5.3 of the ISO 14001 international standard.

1.2 This procedure covers the process utilized by the RDD for identification, maintenance, and disposition of its EMS records as describes in section 3.0 of this Standard Environmental Operating Procedure (SEOP).

2.0 RESPONSIBILITY AND AUTHORITY

2.1 Environmental Management Representative (EMR) - is responsible for maintaining all ISO 14001 EMS records including: EMS audit results, management review reports, C/PARS, Corrective Action Requests and the Communications Log.

2.2 Section Managers – Section Managers are responsible for periodically reviewing, updating (when required) and maintaining environmental records pertinent to their section as required by RDD's general use permit or other regulatory agencies with jurisdiction over the operations of the RDD. They are also responsible for submitting EMS data (EMS Training, Aspect and Impact Surveys, C/PARs etc.) to the EMR for recording and records retention.

3.0 PROCEDURE

3.1 EMS records shall be routed to the EMR or his/her designee at 9601 Ridgehaven Court, Suite 310 for filing and storage. Environmental records are defined as legible, completed documents that provide objective evidence of the completion of environmental management actions, or of any other actions required to implement the EMS and its supporting plans, procedures, or other implementing documents. EMS records include aspects and impacts survey results, EMS training, internal audits, third party registration and surveillance audits, management reviews, corrective /preventive action requests. At a minimum, environmental records shall be retained for a period of three years or longer if required by regulatory agencies (i.e. landfill ops tailgate records), City of San Diego, or RDD guidelines. EMS records will provide the necessary level of organization and detail to permit ready access to all required record categories. Certain categories of section-specific records may be stored offsite including regulatory reports, permits, operating records, EMS training, etc. as appropriate.



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Access shall be controlled through the Section Manager or designated appointee with storage areas and filing methods equivalent to those provided at 9601 Ridgehaven Court, Ste. 310.

3.2 Records of regulatory compliance including permits, regulatory reports, field monitoring data, i.e. landfill flare readings, mulch and compost test results, groundwater data, etc. shall be maintained in accordance with local, state and federal laws, regulations, and permit conditions.

4.0 REFERENCES

<u>EMS - MANUAL</u>	Sections: 4.5.3 Records
RDD SEOP 4.4.5	“Document Control”
RDD SEOP 4.4.2	“Training”

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The on-line version and secured hardcopy are the controlled documents. The secured hardcopy will be identified by a “Controlled Copy” stamp (in red) and RDD Deputy Director signature. Any other documents are uncontrolled. Verify revision level status on-line or contact the EMR.